

## EXECUTIVE DIRECTOR

**SALARY:** £45-£50,000 per annum

**REPORTING TO:** Chief Executive and the Board of Trustees

**ANNUAL LEAVE:** 28 days plus Bank Holidays

Full time, Permanent

Create explores the ways in which artists contribute to the lives of people in cities. Our work is primarily focused in east London, home to more artists and art organisations than anywhere in Europe, and still one of the most economically deprived parts of the UK. Since 2012, we have supported artists to connect more closely with communities through an ambitious programme of projects. Unlike a gallery we have no fixed public space, preferring to work in the places people encounter everyday. Working collaboratively informs everything we do and our projects are driven by artists, issues and places.

### THE ROLE

The role of Executive Director is a crucial role within Create. The post holds responsibility for the effective running of the organisation as a whole, as well as monitoring and managing our current live projects on a day to day basis. The Executive Director oversees the operations of Create, including financial and strategic business development, human resource management, governance, and managing external relations with a range of corporate and funding partners.

This role requires an entrepreneurial approach and a good understanding of business planning and development. Also essential is an appreciation of the fluid and responsive nature of a small pioneering arts organisation. While leading on running our operations and supporting the Chief Executive on the strategic development of Create, you will interact closely with all projects, providing crucial support and a solid foundation for all of our work.

### RESPONSIBILITIES

#### General / Strategic

- Take a lead role in forward planning, including financial planning, for Create and for individual projects
- Take a lead in developing new opportunities to expand and build on our ongoing projects and areas of interest
- Oversight of all fundraising and income generating activity
- Work with the Chief Executive to ensure that all strategic plans - including curatorial, development and financial - are effectively communicated and implemented
- Ensure the effective implementation of good working practices across our team
- Support the CE and deputise as appropriate
- Attend board meetings and other governance groups as necessary
- Become a principal advocate for the work of Create in the sector and with our stakeholders and partners
- Responsible for the management of key permanent and freelance members of staff, ensuring high levels of performance

#### Systems

- Devise, refine and maintain company-wide systems to ensure that all projects are set up and run effectively, ensuring that the programme as a whole is deliverable in terms of budget, time and staff resource

- Ensure that all our operations meet current legal requirements and that required insurances and other legal frameworks are in place at all times
- Carry out risk-analysis for all projects and mitigate any potential risks
- Lead on initiating and signing off all contractual arrangements and partnership agreements across our programme
- Broker agreements with project partners and ensure all contracts and agreements are in place
- Ensure IT and office systems are managed effectively with the support of the Office Manager

## Evaluation / Reporting

- Ensure that all funding agreements and deliverables are agreed with external partners in advance, understood internally and kept on track throughout the life span of our projects
- Play a key role in reporting to Arts Council England and other major funders in terms of artistic impact, environmental impact, audience monitoring data etc.
- Oversee the evaluation of all our projects, working closely with the Head of Development and our Projects team to ensure that our learnings are captured and shared as appropriate

## Policies

- Update and maintain the staff handbook and all company policies, including Equal Opportunities, Health and Safety and Data Protection
- Ensure that policies are adhered to both within the day to day running of Create, and within our associated projects
- Be the senior Designated Safeguarding Officer for all of our work with children and vulnerable adults (training will be provided)
- Ensure that Safeguarding procedures are in place, updated and adapted for specific projects when needed

## Human Resources

- Lead on all aspects of HR including recruitment, employment contracts, maintaining confidential HR records, annual leave and salaries
- Manage and instruct external payroll company
- Oversee our Pension and Childcare Voucher schemes
- Assist the Chief Executive in strategic staffing and ensuring that projects are properly resourced
- Support the team to manage and prioritise workload
- Provide pastoral care for the team
- Work with the Office Manager to organise staff training as needed

## Finance

- Work closely with the Finance Manager to maintain a detailed understanding of Create's overall and individual project budgets, and work with the Chief Executive in financial decision-making and planning
- Liaise between Development team, the Project team and Finance team to ensure all income and expenditure is forecast, signed off and recorded accurately
- Work closely with the Office Manager and Finance team to oversee all financial systems and processes, ensure all aspects of our finances are managed effectively
- Support individual Producers to manage their budgets

Other

- Protect and enhance the reputation of Create, presenting the organisation in an appropriate and professional manner to stakeholders
- Be an advocate and ambassador for Create's work
- Build appropriate relationships with relevant contacts and organisations to raise Create's profile and opportunities for new work
- Undertake other reasonable duties as required by the Chief Executive

PERSON SPECIFICATION

Essential

- Significant experience overseeing the operations of an organisation/charity and managing a team
- Demonstrable experience of financial management systems and taking responsibility for multiple, complex budgets
- Meticulous attention to detail and highly organised
- Excellent communication skills, both written and verbal
- Understanding of project management, in particular managing multiple stakeholders, risk-management and financial reporting
- Calm and approachable nature
- Able to work under pressure, to work to deadlines and to multi-task
- Responsive and flexible attitude
- Demonstrable experience working in an entrepreneurial context
- Commitment to working to support and develop the work of Create

Desirable

- Experience in HR management
- Experience reporting to and working with Arts Council England and/or other major funders including sponsors and the private sector
- A background working across the public and private sectors including local authorities, arts organisations, charities and corporations

To apply please email your current CV and covering letter explaining your relevant experience to Eva Lui on [eva@createlondon.org](mailto:eva@createlondon.org) with the subject Executive Director Role by 12.00 on the 7<sup>th</sup> August 2017